



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

### **NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Wednesday May 17, 2017 6:30 pm Pike City Firehouse 100 Pike City Rd.**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. Station 71 Auxiliary
    4. Station 67 Auxiliary
    5. Risk Manager Report
    6. Board Member Report –
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Approval of Minutes of April 19, 2017
  - b) Approval of Treasurer's report dated April 30, 2017 and corrected report for March 31, 2017
  - c) Unfinished business:
    1. Wayman Dam Project
    2. Ongoing Bylaws & Policy review and/or update: FAQ sheet on Uniform Construction Cost Accounting Act included in packets
    3. Alleghany Firehouse Project –
    4. Pike Firehouse Project –
    5. Status of dispatch office in Alleghany
    6. Fiscal year 2017-2018 50/50 CDF Volunteer Assistance application
  - d) New business
    1. Review and renew Secretary/Treasurer's Contract
    2. Adopt Preliminary Budget for FY 17/18 (due by June 30<sup>th</sup>)
    3. Consideration of ALS property tax fee proposal being floated by Frontier Medical Resources for Western Sierra County.
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next regular meeting June 21st in Alleghany.
8. ADJOURNMENT

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Pliocene Ridge Community Services District  
100 Pike City Road  
Pike City, CA 95960

## **NOTICE**

### **BUDGET COMMITTEE**

### **MEETING**

**WEDNESDAY MAY 17, 2017**

**STARTING AT 5:30 PM AND GOING TO 6:30  
PM**

**AT THE PIKE FIREHOUSE  
100 PIKE CITY ROAD  
PIKE**

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD. Held Wednesday April 19, 2017 at Station 71, 105 Plaza Court, Alleghany.**

**1. Call to order:** The meeting was called to order at 6:32 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chiefs Jim Buckbee & Tom Starr and Alleghany assistant chiefs David Arbogast & Ned Cusato, AVFD auxiliary Chairman Bob Hale and Secretary Vickie Tenney, PCVFD auxiliary President Roland Robertson and Pliocene Ridge CSD Secretary Rae Bell Arbogast who took the minutes. Members of the Public Present: Sierra County Supervisor Lee Adams and Frank and Bette Jo Lang. Flag Salute.

**2. APPROVAL OF THE AGENDA:** A motion was made by Bruce Coons to approve the agenda, 2<sup>nd</sup> by Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**3. PUBLIC COMMENT:** Frank Lang gave a presentation about the effort underway to bring Advanced Life Support Services to Western Sierra County. This effort is being spearheaded by Sierra Frontier Medical Resources an all volunteer non-profit organization dedicated to improving medical care in Western Sierra County. He gave a brief history of coverage in the area and explained the difference between Basic Life Support Services (BLS) and Advanced Life Support Services (ALS). They recently ran a donation drive to hire a seasonal medic to be stationed in Downieville and the response was overwhelming. They are now advertising for the position. Currently the idea of floating a \$100 per parcel fee as a ballot measure is being considered by both the Downieville FPD and the Sierra City FPD. A community forum will be held on May 3<sup>rd</sup> in Downieville to educate the public and to get community input and ideas. Pliocene Ridge CSD may want to consider floating a similar ballot measure which could be modified to suit our needs. Sierra Frontier Medical Resources is doing all of the work to prepare the ballot measures and is paying for the election. If passed, the property fee revenue would be used to help create a year-round sustainable ALS program for Western Sierra County. The goal is to have a special election in June of 2018. This topic will be added to the next Pliocene Ridge CSD agenda for board consideration.

**4. INFORMATION/DISCUSSION ITEMS**

a) *Correspondence:* **Incoming** Signed AirMed group agreement, customer update and 2016 Consumer Confidence report from Alleghany County Water District **Outgoing** Updated Roster & Forms 700 sent to the Sierra County Clerk Recorder, Thank you card sent to Dan Linn for the donation of a brand new wheelchair for the Alleghany Firehouse “community lending equipment”.

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chiefs Arbogast & Cusato* reported that they found a loose bolt in the transfer case on the ambulance and it is now working better. They still need to take the chains off of engine 7180 but don't want to jinx the weather and make it snow. All equipment is up and running.

2. *Pike City Assistant Chiefs Buckbee & Starr* reported that everything is up and running. The stair chair was recently used on a call in Pike involving a large patient. It was very useful for moving him across a muddy area. Their basic 32 refresher is ongoing, they need to follow-up on the rope rescue kits that were supposed to come in through the homeland security grant. A company rep. is coming to take measurements for turn-outs.

3. *Station 71 Auxiliary* Bob Hale reported that they recently reviewed their bylaws and made a few changes. They bought a 60" TV and are selling tickets. Tickets are \$5 each and only 1,000 will be sold. The raffle will take place at the Christmas Party Scheduled for December 16<sup>th</sup> need not be present to win.

4. *Station 67 Auxiliary* Roland reported that Pike resident Chris Mills has volunteered for their vacancy and will be sworn in at the next meeting.

5. *Risk Manager Report:* It was reported that the additional back-up documentation requested by the insurance co. for the Loss Prevention Incentive award was submitted timely. They will make the awards at their May meeting.

6. *Board Member/Staff reports:* None

7. *Standing Committee Reports:* Streetlight manager Bruce Coons reported that all of the lights are working. A PG&E rep. contacted the district and they are going to upgrade all of the lights to LED bulbs. This will save approx. \$2.00 per month per light, but the amount will vary depending upon what is already in place and what options are selected for the replacements. The first step is an inventory to verify that the bills match what is on the ground. This is in the works and we should hear back from them by mid-May to verify their findings. The rep. stated that there are several different options for the new lights and the best approach will be to get the community involved in helping to decide what we want for each pole.

## **5. ACTION ITEMS**

a) *Approval of regular meeting minutes dated 3/15/17* One correction to the minutes was provided by Roland Robertson. Motion to approve the minutes as corrected made by Wayne Babros 2<sup>nd</sup> Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

b) *Approval of treasurer's report dated 3/31/17* Moved by Bruce Coons 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. Wayman Dam project – Bill Adasiewicz forwarded an email update from the Forest Service stating that they are waiting to hear from their wildlife biologist.
2. Draft changes to Bylaw Policy 0006 as attached to these minutes. A motion to accept the changes as proposed was made by Gracie Knowles 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
3. Regarding the Alleghany Firehouse project: Bob Hale stated that he had been under the impression that the project was on hold. His board has given him full authority to move forward however he thinks is best. The committee which consists of Bob Hale and Rae Bell will meet again soon to continue with a plan to address the structural problems that currently exist. It was pointed out that the Pliocene Ridge Board approved the basic concept last October. Ned looked at the tree that needs to be taken out and it should not hit the neighboring fence if it is felled in one piece. As soon as things calm down from all of the winter storm damage he will talk to the county about having their tree faller fall it.



4. Regarding the Pike Firehouse project: Roland reported that more work was done since the last PRCSD meeting to get a better cost estimate for the staircase. Dan Guyer has been studying the building code for public buildings and this pushed the price up. They found a local manufacturer who can deliver a built-to-code staircase (made of powder-coated steel) for \$13,420. The door with all of the required hardware will be another approximately \$2,000. These amounts are based on using volunteer labor to install everything. So the total is a little over \$15,000 now.

It was noted that Pliocene Ridge CSD currently has \$7,300 in the Pike City Firehouse Fund and \$3,300 in the Pike City unallocated fund. It is up to the Chiefs to commit any portion of this money that they choose. Current-year money should also be available with the new budget adoption. It was suggested that the PCVFD board get with the Chief(s) and bring a request to the budget committee meeting to be held on May 17th at 5:30 pm.

5. Vickie Tenney reported that she was working directly with Lee Brown to get the dispatch office back up and running. He is currently on vacation so May will be the earliest that this can get done. She also reported that she is brushing up on her dispatching skills and is planning on becoming an active dispatcher again.

**d) New Business**

1. The application period is now open for the CDF Volunteer Fire Dept. Assistance Grant. Applications must be submitted by May 22<sup>nd</sup>. Pike City is planning on purchasing turn-outs. Alleghany needs to decide if they are applying or not. It was requested that both departments get back to Rae Bell no later than the second week of May so the application can be prepared by the deadline.

**ANNOUNCEMENTS** An Ethics AB 1234 and Workplace Harassment Prevention AB1825 workshop will be held on Sat. May 13<sup>th</sup> at the Pike Firehouse beginning at 9am Pike is having their cemetery clean-up on May 20<sup>th</sup>.

**NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for May 17<sup>th</sup> at the Pike City Firehouse at 6:30 PM. The budget committee will meet the same day at 5:30 to start the preliminary budget for Fiscal-Year 17/18. (It has to be adopted by June 30<sup>th</sup>)

Items for next meeting agenda: Parcel Fee Proposal for ALS services, Review Rae Bell's contract for services.

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 8:25 PM

Respectfully submitted,

Rae Bell Arbogast  
Secretary



## Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City  
 100 Pike City Road  
 Pike City, CA 95960

Treasurers Report cut off date: March 31, 2017

		Beginning Checking Account Balance		\$	2,303.53
<b>Deposits</b>					
<b>Budget</b>	<b>Date</b>	<b>From:</b>	<b>For:</b>		<b>Amount</b>
Line #					
	3/23	Savings	Bank Transfer	\$	2,000.00
	3/13	Jim Buckbee	CC charge reimburse for item kept	\$	29.99
				<b>Deposits Total</b>	<b>\$ 2,029.99</b>
<b>Expenditures</b>					
<b>Budget</b>	<b>Ck #</b>	<b>Date</b>	<b>To:</b>	<b>For:</b>	
Line #					
	2417	3/13	AT&T	Oct thru Feb phone bills	\$ 187.37
6172.2				Phone Alleghany	\$ 92.39
6172.3				Phone Pike	\$ 94.98
6176.2	2418	3/13	Suburban Propane	Propane Alleghany Station 1	\$ 469.40
	2419		VOID		
	2420		VOID		
7660	2421	3/15	Ned Cusato	German Fire	\$ 212.67
8660	2422	3/15	Jim Buckbee	German Fire	\$ 212.67
	EFT	3/23	Credit Card		\$ 449.01
7300			Staples	Computer Alleghany	\$ 377.45
6250.1			Staples	Office Supplies	\$ 13.04
7660			B&C	Supplies Alleghany	\$ 51.56
8660			Dollar Store	Supplies Pike	\$ 6.96
	OL	3/27	PG&E		\$ 723.97
6170.2				PG&E Alleghany	\$ 142.18
6170.3				PG&E Pike	\$ 200.79
9171.4				Streetlights - Forest	\$ 22.17
9170.4				Streetlights - Alleghany	\$ 358.83
				<b>Expenditures Total</b>	<b>\$ 2,255.09</b>
<b>Reserve Balances</b>		<b>Ending Checking Account Balance</b>		<b>\$</b>	<b>2,078.43</b>
Unallocated	Contingency	\$	14,500.00		
Unallocated	Alleghany Fire	\$	2,700.00	<b>Starting Savings account balance</b>	<b>\$ 26,120.35</b>
Unallocated	Pike City Fire	\$	3,300.00	transfer from checking	
Allocated	Streetlights	\$	1,567.02	transfer to checking	\$ (2,000.00)
Allocated	Pike City Firehouse	\$	7,300.04	interest earned	\$ 1.88
Allocated	Pike City Engines	\$	3,085.63	<b>Ending Savings Account Balance</b>	<b>\$ 24,122.23</b>
Allocated	Alleghany Firehouses	\$	695.26		
Allocated	Alleghany Engines	\$	7,096.70	<b>General Fund (accounts listed above) Total</b>	<b>\$ 26,200.66</b>
	Interest Earned	\$	4.85		
	<b>Total</b>	\$	40,249.50	<b>Reserve account Starting Balance</b>	<b>\$ 40,246.94</b>
<b>Funds not updated for German Fire yet.</b>				interest earned	\$ 2.56
				transfer from savings	
				<b>Reserve account Ending Balance</b>	<b>\$ 40,249.50</b>
				<b>Total ALL FUNDS</b>	<b>\$ 66,450.16</b>



## Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City  
 100 Pike City Road  
 Pike City, CA 95960

Treasurers Report cut off date: April 30, 2017

		Beginning Checking Account Balance		\$	2,078.43
<b>Deposits</b>					
<b>Budget</b>					
<b>Line #</b>	<b>Date</b>	<b>From:</b>	<b>For:</b>		<b>Amount</b>
	4/21	Sierra County Auditor	2nd installment fiscal year 16/17	\$	10,793.96
4020.1		tax revenue	Streetlights	\$	2,682.42
9020		tax revenue	Fire	\$	8,111.54
<b>Deposits Total</b>				<b>\$</b>	<b>10,793.96</b>
<b>Expenditures</b>					
<b>Budget</b>					
<b>Line #</b>	<b>Ck #</b>	<b>Date</b>	<b>To:</b>	<b>For:</b>	
	2423	4/18	AT&T		\$ 35.74
6172.2				Phone Alleghany	\$ 17.87
6172.3				Phone Pike	\$ 17.87
8301	2424	4/18	Banner Communications	Paiger Battery	\$ 24.61
6270.1	2425	4/18	Rae Bell Arbogast	Secretary/Treasurer 3rd 1/4 billing	\$ 393.75
7350	2426	4/18	Sierra County Public Works	Fuel Alleghany	\$ 24.71
6176.2	2427	4/19	Suburban Propane	Propane Alleghany	\$ 140.22
	Cash Rewards	4/26	WA Bank Credit cart paid with cash rewards total \$155.63		
7660				B&C Trash Bags Alleghany	\$ 12.93
6275.1			Go Daddy	Annual domain renew	\$ 30.16
8660			B&C Surge protector	Pike	\$ 31.06
8300			Radio Shack	Batteries Pike	\$ 81.48
	EFT		PG&E		\$ 567.60
6170.2				PG&E Alleghany	\$ 115.00
6170.3				PG&E Pike	\$ 20.28
9171.4				Streetlights - Forest	\$ 22.25
9170.4				Streetlights - Alleghany	\$ 360.07
<b>Expenditures Total</b>				<b>\$</b>	<b>1,186.63</b>
<b>Reserve Balances</b>		<b>Ending Checking Account Balance</b>		<b>\$</b>	<b>11,685.76</b>
Unallocated	Contingency	\$	14,500.00		
Unallocated	Alleghany Fire	\$	2,700.00	<b>Starting Savings account balance</b>	<b>\$ 24,120.35</b>
Unallocated	Pike City Fire	\$	3,300.00	transfer from checking	
Allocated	Streetlights	\$	1,567.02	transfer to checking	
Allocated	Pike City Firehouse	\$	7,300.04	transfer to FUNDS	
Allocated	Pike City Engines	\$	3,085.63	<b>Ending Savings Account Balance</b>	<b>\$ 24,120.35</b>
Allocated	Alleghany Firehouses	\$	695.26		
Allocated	Alleghany Engines	\$	7,096.70	<b>General Fund (accounts listed above) Total</b>	<b>\$ 35,806.11</b>
	Interest Earned	\$	4.85		
	<b>Total</b>	\$	40,249.50	<b>Reserve account Starting Balance</b>	<b>\$ 40,249.50</b>
				interest earned	
				transfer from savings	
				<b>Reserve account Ending Balance</b>	<b>\$ 40,249.50</b>
				<b>Total ALL FUNDS</b>	<b>\$ 76,055.61</b>

**CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**  
**FREQUENTLY ASKED QUESTIONS (FAQ)**

**1. What is the Uniform Public Construction Cost Accounting Act?**

A program created in 1983 which allows local agencies to perform public project work up to \$45,000 with its own work force if the agency elects to follow the cost accounting procedures set forth in the *Cost Accounting Policies and Procedures Manual* of the California Uniform Construction Cost Accounting Commission (Commission). The Uniform Public Construction Cost Accounting Act (Act) is enacted under Public Contracts Code Section 22000 through 22045 (hereafter abbreviated as PCC 22000-22045).

In addition, the Act provides for alternative bidding procedures when an agency performs public project work by contract.

- a) Public projects of \$45,000 or less may be performed by negotiated contract or by purchase order (PCC 22032(a)).
- b) Public projects of \$175,000 or less may be let to contract by the informal procedures set forth in the Act (PCC 22032(b)).
- c) Public projects of more than \$175,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).

Every five years, the Commission shall consider whether there have been material changes in public construction costs and make recommendations to the State Controller regarding adjustments to the bidding procedure monetary limits (PCC 22020). Adjustments should be effective for the fiscal year that commences not less than 60 days following the State Controller's notification to all participating agencies.

**2. What are the benefits of the program?**

- a) Increased force account limit
- b) Informal bidding for projects between \$45,001 and \$175,000 which do not require advertising.
- c) Reduces the number of formal bids.
- d) Expedited contracting for small projects.

Many participants laud the program because it gives them more leeway in the execution of public works projects; has speeded up the awards process; has improved timeliness of the project completion; has eliminated considerable red tape and cumbersome paperwork relative to advertising and filing of reports; and has simplified administration. Many agencies have encountered only minimal challenges with the accounting requirements and the overhead portion. Moreover, where required, the adjustment was relatively simple; most of the required procedures were already actually in place, so there was no noticeable change in the existing operations. The Standard Accounting Codes Structure will satisfy the reporting requirements when used properly.



**3. Is the Uniform Public Construction Cost Accounting Act mandatory for local agencies?**

No. The Act is a voluntary program. However, it is available to all local agencies, counties, and cities, both general law and charter.

**4. How does a local agency become subject to the Act?**

The governing body must elect by resolution to become subject to the Act and file a copy of the resolution with the State Controller's Office (PCC 22030). Sample documents are available at: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)

**5. May a local agency withdraw from the Act?**

An agency may withdraw by filing a resolution of the agency's election to withdraw with the State Controller's Office.

**6. What is the California Uniform Construction Cost Accounting Commission?**

A state commission created under the Act (PCC 22010). It consists of fourteen (14) members: thirteen (13) members are appointed by the State Controller and one is a designated member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission. The Commission is responsible for administration of the Act. The State Controller provides limited staff and other support to the Commission (PCC 22015(a)).

**7. What are the Uniform Public Construction Cost Accounting Procedures?**

The cost accounting procedures were developed by the Commission. They are to be used to estimate costs for determining if a public project is required to be bid out and to capture and record actual costs when a public project is performed by the agency's own work force. The procedures follow normal accounting in the industry and in many cases are not much different from those already in place at the agency. Sample forms are available in the *CUCCAC Cost Accounting Policies and Procedures Manual*.

School districts may use the Standard Accounting Code Structure to comply with the tracking requirements.

**8. Are the cost accounting policies and procedures applicable for agencies whose work force only performs maintenance tasks as defined in the Act and whose public projects are all contracted out?**

The cost accounting policies and procedures are only applicable for agencies that perform public project work by force account. This does not exclude from the program agencies whose public projects are all contracted out. In fact, they might want to review the benefits available and elect to participate now in the event conditions change at some time in the future.

**9. The Public Contract Code section 22034(a) states “the agency shall maintain a list of qualified contractors...”. What is meant by the term “qualified contractors”?**

The term “qualified contractors” is intended to define contractors who request to be added to an agencies list for specified types of specialty work and are licensed and otherwise legally qualified to perform that work as licensed contractors. In addition, the Commission has determined that nothing in the Act prohibits a participating agency from, at their discretion, using an objective pre-qualification process in the formation and maintenance of their contractor’s lists. This change will be added to the language on Section 3, page 7, of the *Cost Accounting Policies and Procedures Manual*.

**10. Can a local agency disqualify or exclude certain contractors from the Qualified Contractors List required pursuant to PCC 22034(a)?**

Agencies may disqualify contractors from the Qualified Contractors List when a contractor fails to furnish information to meet the minimum criteria as established by the Commission pursuant to PCC 22034(a).

**11. For agencies that do not maintain an informal bidders list, are they allowed to choose who will get notifications on information projects?**

The Act requires that an informal bid project is either advertised and/or notifications are sent to all contractors on the informal bidders list. We have noticed that a very large percentage of signatory local public agencies do not maintain or update an informal bidders list and are sending notices to only one or two contractors.

There is no exemption to maintaining a list of bidders. PCC 22034(a). The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. If an agency is not maintaining a list or notifying all contractors or trade papers, then they are not in compliance with the Act.

The Public Contract Code states that participating agencies shall adopt an ordinance requiring that a list of all qualified contractors, identified according to categories of work be maintained. It does not require the list to be used however, and allows notifications to the required trade journals and exchanges be used as an alternate if desired. For agencies that elect to use the alternative authorized method of advertising, the purpose of the list is effectively negated.

If an agency is using the contractor's list then they must send the notification to all contractors on the list for that category of work and the list must be maintained in accordance with the Manual.

**12. What is the difference between qualifying contractors under UPCCAA and prequalification of contractors under PCC 20101?**

Qualification of contractors is a process that allows contractors to register with the agency for notification of public works opportunities. The prequalification process under PCC 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria.

**13. Must a local agency: (1) Notify contractors pursuant to PCC 22034(b) if the contractor is believed not to have the skills, credentials, or experience to perform the work? (2) Consider bids submitted if the agency believes the contractor does not have the skills, credentials, or experience to perform the work?**

- a) If a contractor is on the Qualified Contractors List (PCC 22034(b)), the contractor must be notified by the agency of public projects for which he is licensed to perform.
- b) All bids received from qualified contractors must be considered.

**14. Does the Act allow flexibility in cases of great emergency and when repair or replacements are necessary to permit the continued conduct of the operations or services of a public agency?**

PCC 22035 provides that in cases of great emergency the governing body may, by majority vote, proceed without adopting plans and giving notice to bids to let contracts. In addition, this section provides that the governing body may delegate to the appropriate agency manager the power to declare an emergency and/or proceed with repairs or replacements without approval by the board. PCC 22050 provides contracting procedures without giving notice for bids to let contracts for these emergencies.

**15. Do the alternative bidding procedures apply only to public projects as defined in PC 22002(c) or can they be used for the following types of items:**

- a) Maintenance work to be performed by contract?
- b) Purchase of heavy equipment?
- c) Purchase of materials?

Pursuant to PCC 22003, a participating agency may use the alternative bidding procedures on maintenance work as defined in PC 22002(d), items 1-5. PCC 22003 is permissive and agencies can continue to exclude maintenance from the alternative bidding procedures. However, if an agency misclassifies a project (\$45,001 or more) as maintenance and therefore, does not use the applicable bidding procedures, a review by the Commission may be conducted pursuant to PCC 22042(c).

The purchase of equipment and supplies fall under PCC 20111; however, when purchased or used as part of a public works project, the costs associated with the purchase or use become part of the project cost and must be considered when applying the bid limits under the Act.

**16. What will membership in the Act cost my agency?**

At the present, no required membership fees or dues are assessed. However, the Commission has never received direct state funding for a short period of its history. The State has indicated that the participating agencies, contractors, and unions that benefit from the Commission should be responsible for its funding. Therefore, in November 2004, the Commission asked member agencies, contractor's associations, and construction related unions for voluntary donations to support the Commission. There may be additional requests for voluntary support. Any mandatory fees or dues would require legislation and would be for a nominal amount.

**17. What are the most common concerns?**

There are three leading areas of expressed concern and mostly all are quickly alleviated when addressed properly. These are:

- a) Cost accounting policies and procedures;
- b) Informal bidding procedures;
- c) Accounting review procedures.

The cost accounting requirements follow those common to the construction industry. The informal bidding up to \$175,000 is seen by the agencies as an asset enhancing project completion. Maintenance of a Qualified Contractor Bid List is routine, since interested contractors make it a point to be included on the list. While a review could potentially hold up a project for 30 days pursuant to PCC 22043, formal complaints have been rare in the Commission's history.

**18. Does an agency have to calculate an overhead rate in order to apply the accounting procedures?**

Cities with populations of less than 75,000 may use an overhead rate of 20% of all direct costs in lieu of the overhead rate calculation specified in Section VI of the Cost Accounting Policies and Procedures Manual. Cities with a population of more than 75,000, counties, special districts, and school districts may use an overhead rate of 30% of all direct costs, in lieu of a calculated rate.

**19. When a local entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc?**

The Act only supersedes the bidding procedures used once a public agency has adopted a resolution and notified the Controller. All other contracting requirements are applicable whether or not a public entity opts into the Act.

The specific mention of bidding procedures emphasizes the omission of other statutory requirements (such as bond payments, prevailing wages, addenda, change orders, etc.) and implies that their applicability is found in specific statutory provisions rather than the Act.

Therefore, the Act does not supersede other contracting requirements for performance bonds, prevailing wages, and certificates of insurance, etc.

**20. Can a signatory agency, claim to be to be exempt from requirements in the Public Contract Code (PCC) by claiming they only have to follow the language and procedures within the Act?**

No. The Commission has ruled in the past that where the Act is silent, the standard code applies.



**21. If signatory agencies that are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?**

PCC 22042 lists the categories of complaints that the Commission can consider.

**22. PCC 20112 specifically requires school districts to advertise twice for a two week period, while PCC 22037 requires advertising once, 14 days in advance of the date of opening of bids. Which code applies to school districts?**

PCC 22037. When the Act is in conflict with any other code, the Act shall supersede. Districts may choose to maximize their outreach by continuing to advertise twice.

**23. May an agency contract separately for like work at the same site at the same time using the under \$45,000 Force Account method?**

No.

**24. May an agency bid out 2 separate projects that occur at the same time and site, but are different types of work?**

Yes, there is no violation if the work is being competitively bid.

**25. How does an agency process change orders when the standard code conflicts with the Act?**

For contracts below \$45,000, the total cost of the contract may not exceed \$45,000. For informal contracts, it is recommended the agency consult with their legal counsel for interpretation of change order limits for their region.

Change orders for formal bids would follow the requirements in PCC 20118.4.

**26. Does an agency by opting into the Act automatically bring**

- a) All departments of the agency into the Act?
- b) Districts under control of the governing board into the Act?

When a local agency elects to become subject to the uniform construction cost accounting procedures, the entire entity is considered subject to the Act and no departments will be exempt.

Special Districts, which are governed by a board of supervisors or city council, are only subject if a separate election is made.

Frequently Asked Questions (FAQ)  
Uniform Public Construction Cost Accounting Act

Additional inquiries and questions can be directed to:

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